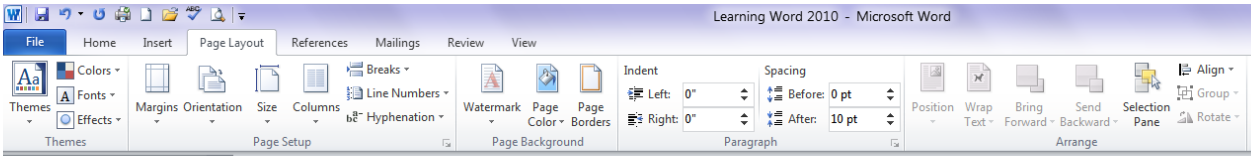
Word 2

The Page Layout Tab

Depending on the use of the document, you might want to change the layout. To do so, you use the Page Layout tab on the ribbon.

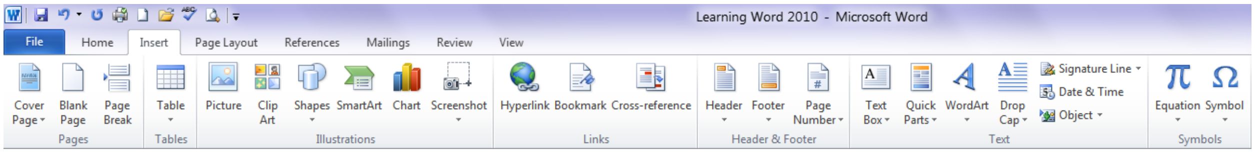

Learning Word 2010 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Watermark
Page Color
Page Borders
Indent
Spacing
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Themes
Page Setup
Page Background
Paragraph
Arrange

Left: 0"
Right: 0"
Before: 0 pt
After: 10 pt

The Page Layout Tab has five groups:

- Themes – This group of commands changes the entire design of the document, including colors, fonts, and effects.
- Page Setup – You can change the orientation of the document, the margins, and your paper size using this set of commands. The Dialog Box Launcher brings up additional options for designing your page layout.
- Page Background – You may place a border around each page, or print a background color, or even place a watermark in the background of each page.
- Paragraph -- All of the paragraph options we discussed in our last class, such as spacing and indents, are available from this tab.
- Arrange -- This group is used primarily for pictures, illustrations, and drawings. It allows you to place artwork right where you want it in your document.

The Insert Tab


Learning Word 2010 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Cover Page
Blank Page
Page Break
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Hyperlink
Bookmark
Cross-reference
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Equation
Symbol
Pages
Tables
Illustrations
Links
Header & Footer
Text
Symbols

The insert tab is a very useful tab and it makes your documents organized, colorful, and attractive. It has the following groups of commands:

- Pages – You can insert entire pages into your documents by selecting one of the options in this group.
- Tables – Inserting a table is easy with this command. You may highlight text in your document and convert it to a table, or you may just drag and drop the number of columns you desire into your document. There are even quick, pre-drawn tables that can be dropped into your documents.

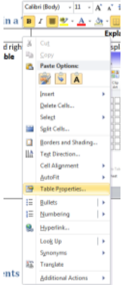
- Illustrations – Dropping pictures, clip art, shapes and other illustrations is easy using these commands.
- Links – If you are creating a presentation or using your Word document to create web files, here is an easy way to add links to other documents or websites. If your document is long and you would like to refer to a chart on a different page, you can also create cross references using this command.
- Header and Footer – These options are useful for formal papers or long documents.
- Text – Inserting text and reshaping how it looks is the function of most of the commands in this group.
- Symbols – The keyboard only has around 107 keys. There are many other symbols out there, especially in the scientific world, that are available for insertion into your document using this group.

Inserting Tables into Documents

To insert a table into a document, follow these instructions:

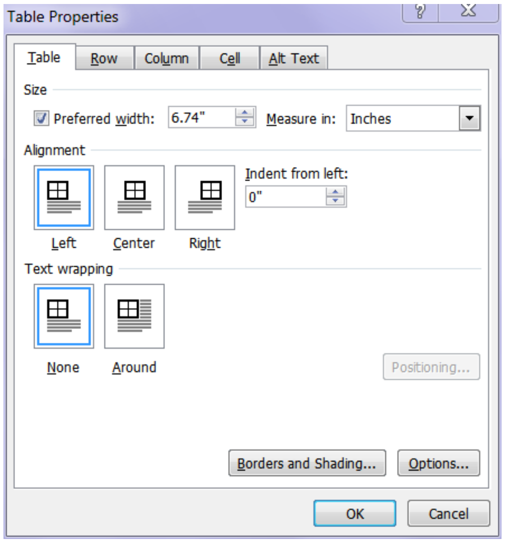
What to Do
1. Place your cursor in the document where you want the table to begin. On the **Insert Tab**, click on the **Insert Table** icon. The Insert Table box displays.
2. Using your mouse, highlight the number of columns and rows you would like. Or, select the Insert Table option. The table drops into the document.

Configuring Tables

What to Do
1. Place your cursor into the table and right click on the mouse. Then select **Table Properties** from the options.  Calibri (Body) 11 Cut Copy Paste Options: Insert Delete Cells... Select Split Cells... Borders and Shading... Text Direction... Cell Alignment AutoFit Table Properties... Bullets Numbering Hyperlink... Look Up Synonyms Translate Additional Actions The Table Properties box displays.

The Table Properties Window

This is the table that allows you to change the borders, color a cell, make headers, and other options.



☑ Preferred width: 6.74"

Measure in: Inches

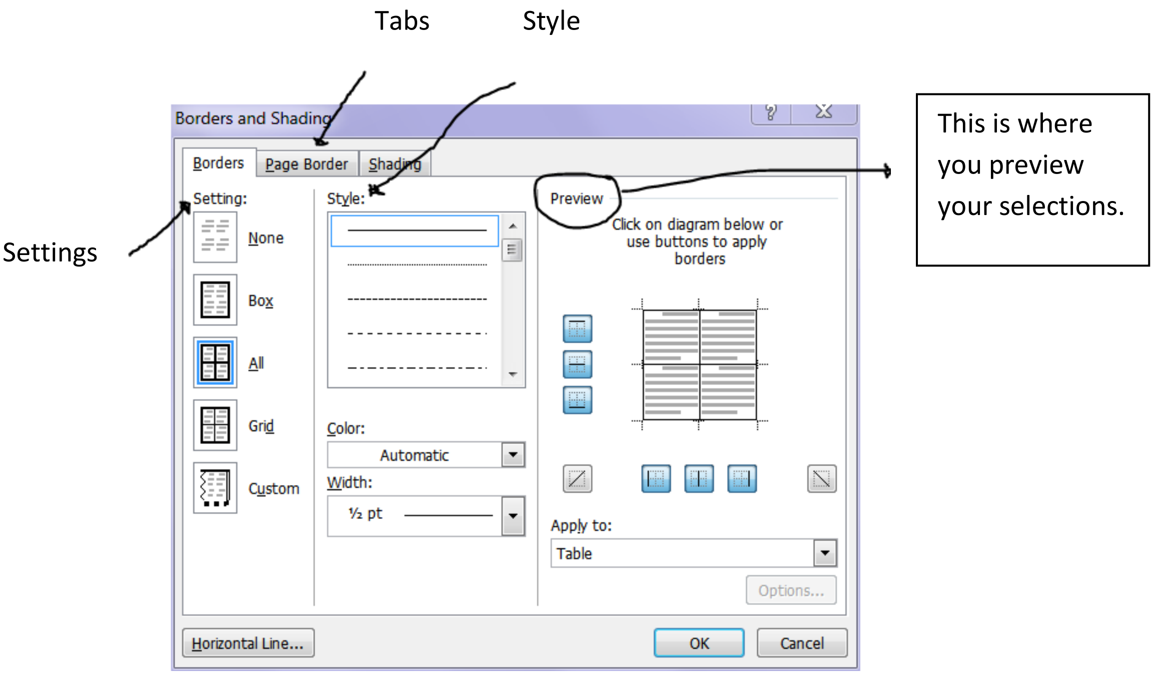
Indent from left: 0"

There are five tabs on this window:

- Table – This tab allows you to determine how you want the text to appear in every cell in the table. You may center the text, or align it to the left and right. You may also set the table width and determine if you would like indentions. Pictures can be placed within the text or separated by space. Finally, all border and shading is selected from this tab.
- Row – The row tab allows you to determine the height of the row, and whether you would allow the row to carry over onto a second page, or whether you want to keep the entire row on a page. Also, this is where you can set a row as a header, such as the ”What to Do” and Explanation rows as shown in this document.
- Column – The column tab allows you to set the preferred width for the column in which you were working. Selecting the Previous and Next column button allows you to perform the same options for those columns as well.
- Cell – The cell tab allows you to set the dimensions of the cell with which you are working. Addisionally, you can choose to center the text within this cell, or align it to the left and right.
- Alternate Text – Alternative text is read by screen readers in place of images allowing the content and function of the image to be accessible to those with visual or other disabilities. It is displayed in place of the image in browsers that don’t support the display of images. Finally, it provides context meaning and descriptions to images which can be read by search engines. If you are not planning on making the document available to a web page, this option is not necessary, but it is critical for any web page development.

Configuring Borders and Shading

You may access the Borders and Shading table clicking on the Borders and Shading button on the Table Properties window, or by placing your cursor into the table and right clicking on the mouse. Then select **Borders and Shading…** from the options. The following window displays:


Tabs
Style
Settings
Borders and Shading
Borders
Page Border
Shading
Setting:
None
Box
All
Grid
Custom
Style:
Color:
Automatic
Width:
½ pt
Preview
Click on diagram below or use buttons to apply borders
Apply to:
Table
Options...
Horizontal Line...
OK
Cancel

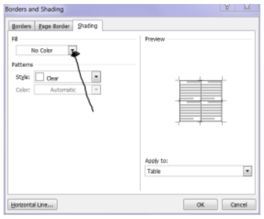
This is where you preview your selections.

Settings:

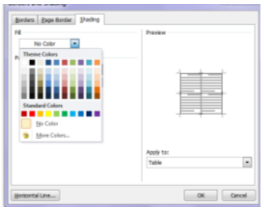
- None – There should be no borders in the cells of this table.
- Box –   This option puts a border around the entire table with no internal lines.
- All - This puts a border around every cell.
- Grid – Like All, it puts a border around every cell, but he outside border is darker,
- Custom – You can put creative borders around cells.

Important – You can preview your selections in the preview pane, but note that it is important to make the changes to the appropriate area. Make sure the **Apply to:** options are correct.

The Page Border tab looks similar to the Borders tab and works in much the same way. The Shading tab looks like this:


Borders and Shading
Borders
Page Border
Shading
Fill
No Color
Patterns
Style:
Clear
Color:
Automatic
Preview
Apply to:
Table
Horizontal Line...
OK
Cancel

To select the color that you want to place into the table, cell, column, or row, click on the down arrow next to the Fill option. The following palette of colors displays:


Borders
Page Border
Shading
Fill
No Color
Theme Colors
Standard Colors
No Color
More Colors...
Preview
Apply to:
Table
Horizontal Line...
OK
Cancel

Important – You can preview your selections in the preview pane, but note that it is important to make the changes to the appropriate area. Make sure the **Apply to:** options are correct.

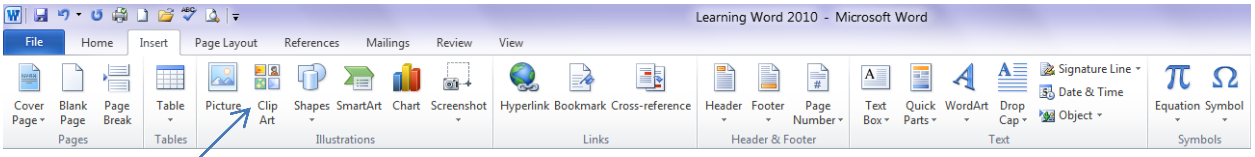
Inserting Images into Documents

There are three basic ways to put images into a document:

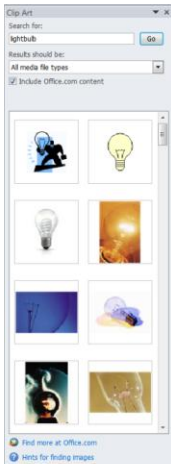
- Insert Clip Art
- Insert a Picture from a File
- Copy and Paste

Inserting Clip Art

To insert an image from Clip Art, put your cursor where you want to insert the image.   From the **Insert** Tab, click on the **Clip Art** button.


Learning Word 2010 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Illustrations
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equation
Symbol
Symbols

The following screen displays:


Clip Art
Go
Find more at Office.com
Hints for finding images

Search for: lightbulb

Results should be: All media file types

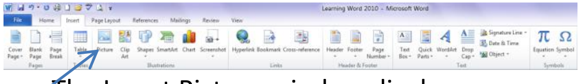
☑ Include Office.com content

This is where you type in a description of the clip art you want, and then click on **Go**.

The results display in this pane. Simply select the clip art by clicking on it and dragging it to your document window.

Inserting a Picture from a File

1. To insert a Picture from your computer files, put your cursor where you want to insert the image. From the **Insert** Tab, click on the **Picture** button.


Learning Word 2010 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Cover Page
Blank Page
Page Break
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Hyperlink
Bookmark
Cross-reference
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Equation
Symbol
Pages
Illustrations
Links
Header & Footer
Text
Symbols

The Insert Picture window displays.

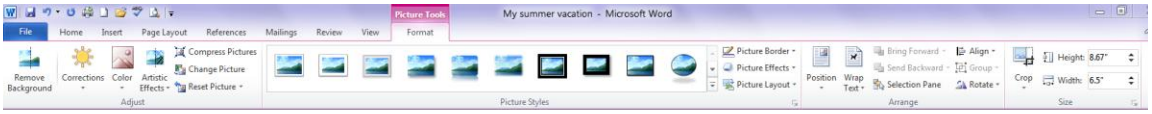
2. In the left pane, click on the drive or folder that contains the picture you wish to open.
3. Click on the picture you wish to open and then click on the **Insert** button.

Inserting a Picture with Paste

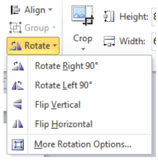
To insert a picture with the Copy and Paste options, copy the image from the source document (the internet, another document, another picture in this document, etc.) and then put our mouse where you want to insert the image and click on the Paste button. You may also use **Control/C** to copy and **Control/V** to paste.

Working with Pictures

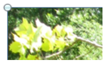
Once you have inserted a picture into a document, you will generally want to format the picture to suit your document's needs. The following is a list of options that displays once you have inserted a picture using the Insert tab. There is a further description of the most useful options.


Picture Tools
My summer vacation - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Compress Pictures
Change Picture
Reset Picture
Adjust
Picture Styles
Picture Border
Picture Effects
Picture Layout
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Crop
Height: 8.67"
Width: 6.5"
Size

- Crop: This tool places lines around the picture that you can move to trim areas out of your picture.

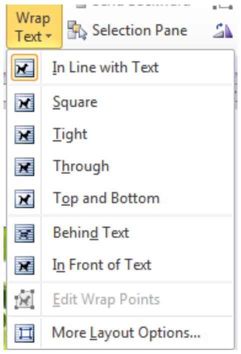

Align
Group
Rotate
Crop
Height:
Width:
Rotate Right 90°
Rotate Left 90°
Flip Vertical
Flip Horizontal
More Rotation Options...

- Rotate: If you need to change the orientation of a picture, use this option.



- Resize: Most pictures will need to be resized. Place your cursor over the circle on the corner of the picture until the cursor changes to an arrow.↖↘ Once you see this, drag the circle to the opposite corner and the picture will change sizes. You may need to do this several times to get the picture to fit the document.

- Text Wrapping: Once you click on this button, there are several options that display:



In line with Text: This is the default and treats the image like another character in the document
Square: Create a border of white space around the image and have text wrap around that.
Tight: Same as Square but a tighter box with less white space.
Through: Text can be typed through the picture.
Top and bottom: The image keeps an open line across the whole page. Text will move from the top of the image to the bottom of the image.
Behind Text: Have the text go behind the image.
In Front of Text: Have the picture go in front of the text.
More Layout Options: This provides options for finessing the wrapped text.

- Reset: This will always return your picture to its original state.

Find and Apply a Template

One of the nicest features of Word 2010 is the variety of templates that are available. Templates are documents that have been created by Word that can be modified with your information so that you don't have to create complicated documents from scratch. There is no need to "reinvent the wheel".

There are more than 35 templates built-in to Word that include basic resumes, agendas, business cards, calendars, to-do lists, and many more. There are also a vast number of templates available on Office.com so the chances are great that you will be able to find exactly the file for which you are looking.

To find and apply a template in Word, do the following:

What to Do
1. On the ribbon, click on the File Tab. The File Menu displays.
2. Click on the **New** option at the left. The New Menu displays.
3. Select one of the templates listed on the new menu. Templates of that variety load onto the screen.
4. Click on the template that most closely matches your selection then click on **Create** or **Download**. Your template will display. If you selected a template from Office.com, a Downloading file will display briefly on your screen and then the template will be loaded onto the Open Document window. You may now edit the document to reflect your personal information.